

Staffing Guide

Position Description			Hotel General Manager/Hotel Manager		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> • Hours of Operation _____ • Occupancy Rate _____ • Seasonal/Peak Workload _____ 	<ul style="list-style-type: none"> • Staff Supervised _____ • Facility Layout _____ • Facility Size <u> X </u> 	<ul style="list-style-type: none"> • Facility Age _____ • Multiple Buildings _____ • Fund Custodianship <u> X </u> 		
Workload/Staffing Comments: Hotel Managers will be responsible for total hotel operations whether operated directly or by contract. This responsibility will include remote operations (on a separate installation)					
	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
Staffing Standard	1 (NF-3) 1 to 49 rooms 1 (NF-4) 50 to 75 rooms	1 (NF-4)	1 (NF-4)	1 (NF-4) 400 to 599 rooms 1 (NF-5) 600+ rooms	1 (NF-5)
Alternate Staffing Standard (If Required)	* No Hotel General Manager/Hotel Manager authorized if property under consolidated management	* No Hotel General Manager/Hotel Manager authorized if property under consolidated management	* 1 (NF-3) if property is between 300-399 rooms and under consolidated management 1 (NF-4) to oversee consolidated operations between 200-450 rooms	** 1 (NF-5) to oversee consolidated operations of over 450 rooms	None
Explanation of Alternative Staffing Standard: * If subdivision of more than 3 Garrisons ** Position for operation with minimum of 3 Garrisons.					
Staffing Standard Footnotes: Grade for Hotel Manager is determined by total rooms.					

